

Accessing a closed requisition on PageUp

Why is this important?

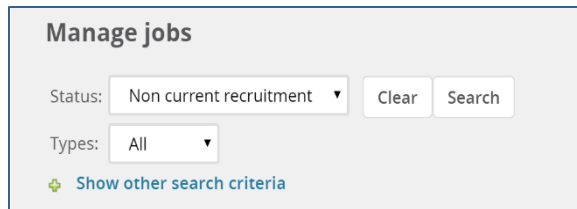
HCS liaisons may need to access a closed requisition to add in interview notes, review a previous advertisement, or obtain information regarding a previous search.

Manage Jobs

From the Hamburger menu, click on **Manage Jobs**



In the Status menu, select **Non current recruitment**

A light gray search box titled 'Manage jobs'. It contains a 'Status:' dropdown menu with 'Non current recruitment' selected, a 'Clear' button, and a 'Search' button. Below that is a 'Types:' dropdown menu with 'All' selected. At the bottom left is a plus icon and the text 'Show other search criteria'.

This search will result in all closed or cancelled requisitions. The **Show other search criteria** menu will allow you to search using specific criteria such as Position title or Requisition #.

For more information on best practices, contact your [Talent Acquisition Strategic Partner](#)

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